



## POSITION VACANCY

**POSITION:** Staff Assistant II

**LOCATION:** Office of Facility Use

**REPORTS TO:** Coordinator of Facility Use

**GRADE & HIRING  
SALARY RANGE:** 06 \$24,308 – 32,974

**WORK SCHEDULE:** 35 hours per week; non-standard

### BASIC FUNCTION:

To assist the Coordinator of Facility Use with all aspects of managing the use of CCRI facilities by external agencies, companies and associations; to maintain all related records.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Schedule the use of College facilities by external agencies, companies and associations in accordance with contracted agreements, including, but not limited to, classrooms, dining rooms, meeting rooms, grounds and Field House facilities.
- Prepare contracts between the College and external client for events; prepare and distribute work orders for room set-ups and audiovisual equipment.
- Ensure all preparations are made in a timely manner for each event.
- Prepare all orders for payment of fees for charges incurred for support services.
- Maintain all department records and files; ensure accurate purchasing and budget records are maintained.
- Prepare all department correspondence and reports.
- Other related administrative support duties as directed by the Facilities Coordinator or the Dean of Administration.

### LICENSES, TOOLS AND EQUIPMENT:

Personal computer and related software, telephone, typewriter, copy and fax machines.

### ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

### QUALIFICATIONS:

High School Diploma or Equivalency required; Associates degree preferred. At least two years experience in a busy office environment. Knowledge of word processing and computer spreadsheets, EXCEL and similar software required. Office Management skills, particularly scheduling and support for an office engaged in the activities described above. A combination of education and experience substantially similar to the above may be considered.

**APPLICATION PERIOD: May 8, 2006 - May 19, 2006**

Submit cover letter (refer to file #AD4006 and the site/publication name of where this posting was viewed), resume and the names, addresses and telephone numbers of three references postmarked no later than May 19, 2006, to:

**Office of Human Resources  
Community College of Rhode Island  
400 East Avenue  
Warwick, Rhode Island 02886-1807**

TTY: (401) 825-2313. Any individual with a disability who requires assistance in the application process should contact CCRI at (401) 455-6011 prior to the close of the application period.

*All requirements are subject to possible modifications to reasonably accommodate individuals with disabilities.*

*Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.*

*This job description in no way states or implies that these are the only duties to be performed by the employee occupying the position. Employees will be required to perform any other job-related duties requested by the Supervisor.*